workday
FINANCE UPDATE

Transform your workday

April 2017

April

April has been a busy month across the University with many important project changes. On Tuesday April 25, The Enterprise Resource Planning (ERP) Executive Steering Committee (ESC) decided to delay the Workday Finance implementation beyond June 1, 2017. Additional testing is required to increase the level of confidence for the success of the Workday Finance implementation.

The project team is currently reviewing options for an alternative timeline, which will be shared in the next few weeks. Please read the "Important Project Change" section to learn more about what this means for upcoming activities.

The Workday Finance team appreciates the hard work of our stakeholders who have made time to respond to deadlines and participate in various webinars and sessions.

- Theresa Ashman

Important Project Changes

With the decision to delay the Workday Finance implementation beyond June 1, please take account of the following changes:

- Deployment activities are on hold. A new deployment calendar will be shared as soon as the new project timeline is confirmed. As a result, there is no freeze beginning April 26, 2017 on new FRS accounts. At this time, there is no impact on year-end processes. Please refer to any specifics provided by the Controller¹s Office, Medical Finance, the Budget Office, Procurement and Supply Chain Services, and the Office of Research Administration.

- Tidemark data loads will occur as scheduled.
  - HRIS will transfer the Tidemark data to Workday between Friday, May 19 at noon and Wednesday, May 31. In process job changes, compensation changes, and activity pay business processes for Faculty, Faculty-UMMG, Research Limited Term, Staff, and Graduate Students will be cancelled during this time.Please ensure these processes are fully approved by noon on Friday, May 19. Subsequent communication from workday@miami.edu will advise when these business processes can begin again.

- Workday Finance Training will continue, as scheduled.

- Role Assignment requests will continue normally. The additional time will allow for continued testing and validation.

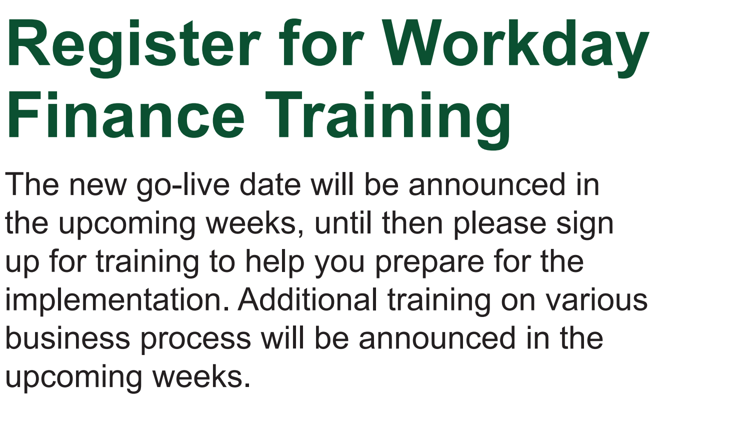
- Ariba/UMeNet, FRS, DMAS, and Resource Recovery Services (RRS) will all continue to be used after June 1 until the new go-live date is determined.

- The Workday Finance Team is working with the Treasury Department on the P-Card transition. Details will be shared in the upcoming weeks. The new P-Cards were intended to feed into Workday, so this delay has impact on that transition.The impact on the new Business Intelligence tool and its implementation is currently being assessed.

Security Role Assignment Exercise

On April 3, the Workday Finance Team released the first Role Assignment exercise with requests for assignments of Cost Center Sponsored Program Manager, Senior Business Manager, Cost Center Manager (if needed), Purchase Data Entry Specialist, Expense Data Entry Specialist, UM Receiver, Accountant, Program Manager, Program Reviewer, Area Head, and Deposit Specialist. To date, nearly 20,000 role assignments have been received. The Workday Finance Team will be loading these into a test tenant for further review and analysis.

New roles that arise from User Acceptance Testing (UAT) will be requested in a subsequent exercise.



Register for Workday Finance Training

The new go-live date will be announced in the upcoming weeks, until then please sign up for training to help you prepare for the implementation. Additional training on various business process will be announced in the upcoming weeks.

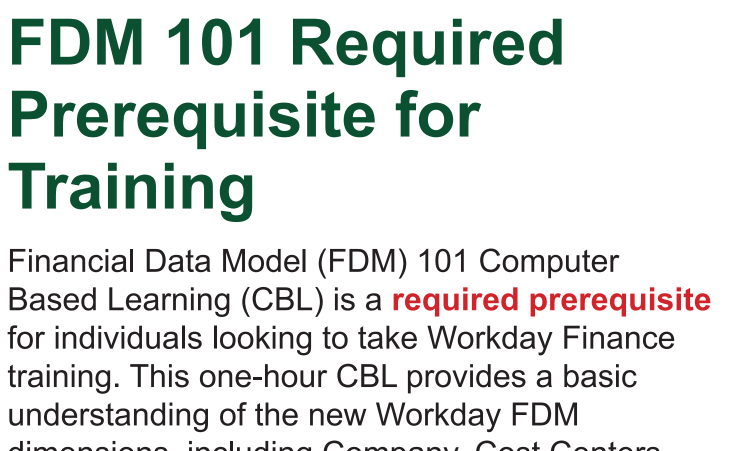
Training sessions cover the following:
- Purchasing and expense reimbursement business processes in Workday
- Accounting Journals

Who should attend training? Anyone who:
- Uses ARIBA/UMeNET on a regular basis to prepare purchase requisitions, or create expense reimbursements on behalf of others
- Your current job function requires you to prepare non-salary journal entries in FRS

To register, log in to ULearn and search using the following keywords: "Procurement," "Expenses," and/or "Journals."

Please visit ULearn to view the full schedule and select a date, time and location. Sessions are offered on the Coral Gables, Medical, and the Rosenstiel School of Marine and Atmospheric Science (RSMAS) campuses.

Important: You will not be able to register until you complete the required Workday Financial Data Model (FDM) 101 online Computer Based Learning (CBL) module. To register, visit ULearn and search for the keyword: "FDM101," or by the complete course name: "**Workday FDM 101**." Completion of the FDM 101 webinar previously offered satisfies this requirement.



FDM 101 Required Prerequisite for Training

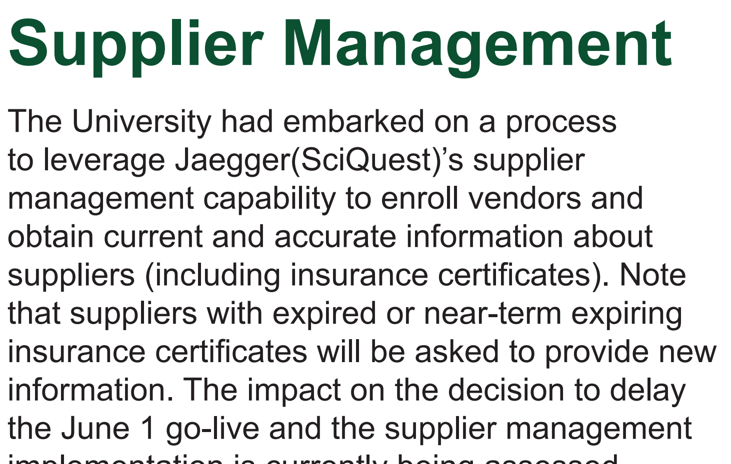
Financial Data Model (FDM) 101 Computer Based Learning (CBL) is a **required prerequisite** for individuals looking to take Workday Finance training. This one-hour CBL provides a basic understanding of the new Workday FDM dimensions, including Company, Cost Centers, and driver Worktags. To register, please log in to ULearn and search for the keyword: "**FDM101**," or by the complete course name: "**Workday FDM 101**."

**Completion of the FDM 101 webinar previously offered satisfies this requirement.*

Interested In More?

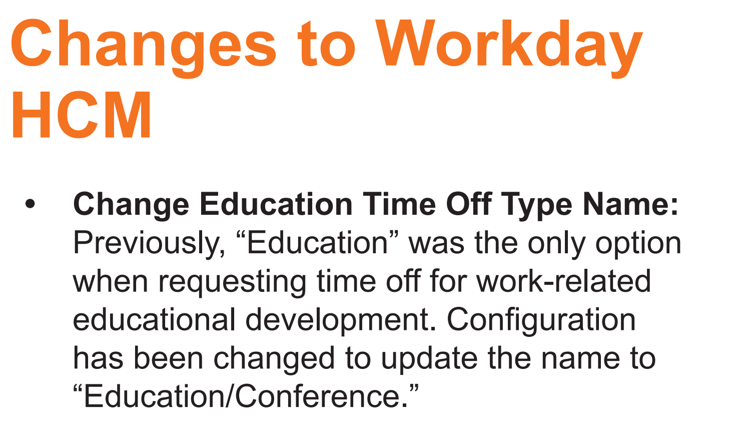
Learn about new terminology, new roles, and functionality in Workday. To register, search for the following keywords:

- "**Grants101**," or by the complete course name: "**Workday Grants 101**."
- "**Gifts101**," or by the complete course name: "**Workday Gifts 101**."
- "**Security101**," or by the complete course name: "**Workday Security 101**."



Supplier Management

The University had embarked on a process to leverage Jaegger(SciQuest)'s supplier management capability to enroll vendors and obtain current and accurate information about suppliers (including insurance certificates). Note that suppliers with expired or near-term expiring insurance certificates will be asked to provide new information. The impact on the decision to delay the June 1 go-live and the supplier management implementation is currently being assessed. Details about the assessment will be shared when available.

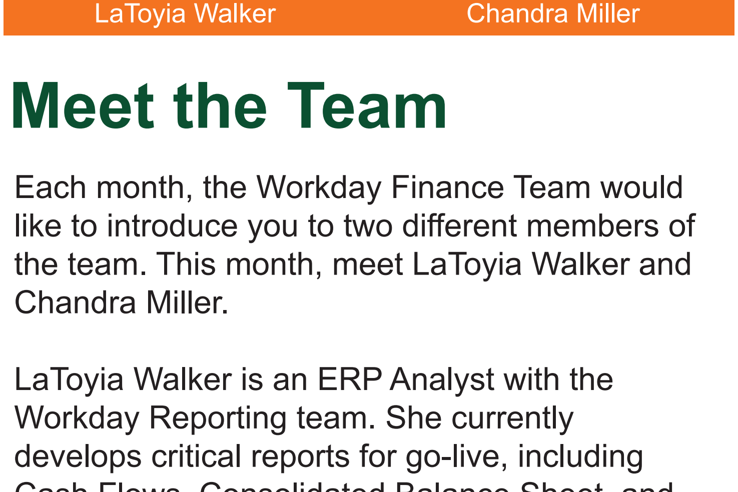


Changes to Workday HCM

- **Change Education Time Off Type Name:** Previously, "Education" was the only option when requesting time off for work-related educational development. Configuration has been changed to update the name to "Education/Conference."

- **Worklets - Update Link to Tip Sheets in Workday:** The Enterprise Resource Planning (ERP) Website was redesigned and the Uniform Resource Locator (URL) for Tip Sheets haschanged. The updated links have been updated in the Worklets in Workday to ensure end-users are directed to the correct page.

- **Divorce Event Enhancement:** Currently, employees are updating the relationship status from Spouse to Ex-Spouse without completing the Divorce Benefit Form. Configuration is being updated to require the initiator to update the relationship status prior to completing the Change Benefit event for Divorce.



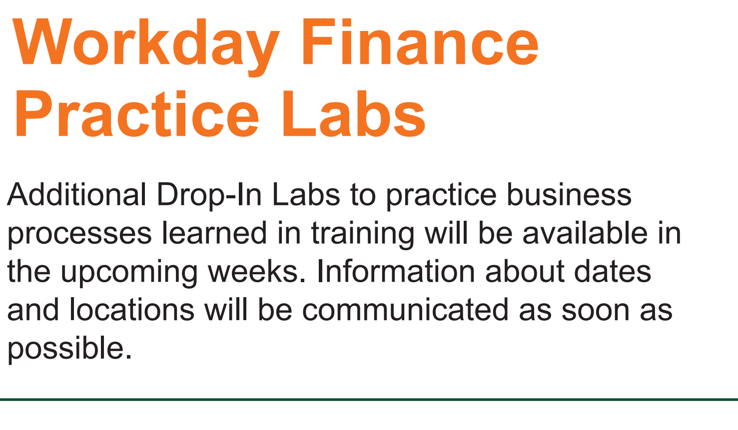
LaToyia Walker   Chandra Miller

Meet the Team

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet LaToyia Walker and Chandra Miller.

LaToyia Walker is an ERP Analyst with the Workday Reporting team. She currently develops critical reports for go-live, including Cash Flows, Consolidated Balance Sheet, and Active Awards, to name few. LaToyia writes many of the Integration Business Requirements (IBRs) that have been, or are currently being, developed. She attended Barry University and earned her Bachelor's Degree of Liberal Studies in Psychology, with a specialization in Human Behavior. Still very much in tune with and evolving her undergraduate studies, LaToyia is currently reading The New Jim Crow: Mass Incarceration in the Age of Colorblindness. When LaToyia is away from the office, she enjoys cooking and going boating with her boyfriend.

Chandra Miller is a Deloitte ERP Trainer. She joined the Change Management training team this month to train new users on Workday Finance. Chandra grew up in Las Vegas and earned her M.A. in Industrial/Organizational Psychology from Roosevelt University in Chicago. She still lives in Chicago and now commutes to Miami weekly. When Chandra is not at work, she enjoys home renovations and exploring new restaurants. Chandra appreciates all types of music and her favorite movies are Hollywood Classics.



Workday Finance Practice Labs

Additional Drop-In Labs to practice business processes learned in training will be available in the upcoming weeks. Information about dates and locations will be communicated as soon as possible.

Important Links

- Log in to Workday
- Finance Advisory Board
- Finance Advisory Councils
- Training Resources
- Training Questions
- Communications